App. F. IX-4

1931-32 File No. 113/31

Serial Nos. 1207

Previous References

CB 181-25-1214
CB 40-29-1946
CB 112-46-1945/Cntrl Gl. No. 67 023-031
CB 19-28-1946

Later References

CB 113-31-8/1010
CB 113-31-11/12, 14/1010
CB. 62-32-1943

General and Revenue Secretariat.

Serial Nos. 1207

Part B for April 32

SUBJECT

Granting extension of the services of Khan Bahadur Mr. A. H. Ladhani for one year from 1st May 1932.

D.O.No:2293

Mysore,
25th April 1930.
26th

Dear Mr.Madhava Rao,

With reference to your D.O.No.4145/C.B. dated 23rd April 1930 I shall be obliged if you will kindly let me have my note dated 21st April 1930 for perusal in which Mr. C. Dove Wilson's note dated 28th February 1921 is stated to have been referred to regarding the re-organization of the Railway Department. The papers will be retransmitted with the required papers put up.

Yours sincerely,

M. Madhava Rao

M. Madhava Rao, Esq., B.A., B.L.,
Chief Secretary to Government,
Bangalore.

(To be written on this margin.)

THIRD MEMBER OF COUNCIL.

NOTE

Dated.....2nd.April.....1930.

An application was made by the Mysore Government for the services of Khan Bahadur A.A. Khan being placed at the disposal of the Government of Mysore for employment as Agent, Traffic Manager and Secretary to Government for a further period of three years from 1st May 1930. The Government of India have sanctioned the extension for a period of 2 years only. The question of training our own local officers to take up the highest posts in the Railway Department has therefore to be urgently taken up. I shall be glad to have a note from the Railway Secretary on this subject at an early date.

Railway Secretary)
with compliments)

(called for separately)

Confidential

Third Member's confidential memorandum dated 2nd April 1930 calling for a note from me on the training of our Local Officers to highest post on the Mysore Railways on the reversion of Khan Bahadur A.A.Khan in 1932.

As it stands at present Khan Bahadur A.A.Khan's term of office ceases in May 1932 and Mr. K.Srinivas - Aiengar, Engineer-in-chief retires in October 1930 and Mr. Aers' term of office as Loco and Carriage Superinten - dent expires in February 1931. Hence all the important offices, Agent and Traffic Manager, Engineer-in-chief and Loco and Carriage Superintendent fall vacant one after another and the question of considering who should fill the places requires careful consideration. Except the three officers mentioned above, the rest of the existing officers in the Railway Department are young and before they are made independent Heads of Department, they will require more experience and training.

The distribution of work in the Railway Department as at present constituted into Departmental system does not, in my opinion, lend itself to give the officers the training they want. Before we can consider how best to train our local men to fill in all the higher posts we must keep in mind that we will shortly have to take over the Bangalore-Harihar Railway and so whatever training we give them, it must fit in with the system which will have to come into existence when Bangalore-Harihar Rail- way is taken over for working. Further it is also - desireable to consider now alone what will be the - strength of officers that we will require when Bangalore -Harihar line is taken over and train adequate number of officers to fill in the places.

The Open Line mileage at present worked by the State is 450 miles including Tramways. In addition to this the M.S.M. are working on our behalf 261.6 miles of

Metre

Metre Gauge and 10.11 miles Broad Gauge. According to the terms of the present contract these are due for resumption in December 1937 but the Government are expecting to resume at least the Bangalore-Harihar line earlier than the due date. The original contract provided for the resumption on the 30th June 1932 but that was altered subsequently to December 1937. Our Government are endeavouring to take over the line in 1932.

By the resumption of Bangalore-Harihar line itself the total gross earning of the system will be over 85 lakhs for a mileage of 700 miles and it will then be ranked as one of the first class Railway in India, in the treatment of subjects relating to Railway Working and Management and keeping of statistics and submission of Returns to the Railway Board etc.

So in considering the organisation of the Railway Department there are two distinct stages to consider:-

(1) Up to the date of resumption of Bangalore-Harihar Railway and after the retirement of present Senior Officers

(2) After the resumption of Bangalore-Harihar and other branch lines, Yeswantapur-Hindupur and Kolar Gold Field's Railway in 1937 or earlier

On almost all the big Railways in India, it is being felt that the Departmental system of administration that we have now in Mysore, is unsuited to the proper economical working of Traffic Department as it is becoming obsolute and being given up in favour of the Divisional arrangement, the out standing features of which may be gathered from the Railway administration report issued by the Railway Board for the year 1923-1924.

Divisional system is good only for big lines as agent cannot attend to the big system of several thousand miles & must therefore delegate powers to Divisional Supdts. etc.

One important change in the Divisional arrangement is that of splitting the Traffic and Loco Departments into three units (1) Transportation (2) Mechanical and (3) Commercial branches. Transportation branch will be responsible for organising and handling of traffic with control over the distribution and use of Locomotives and

Carriage

Carriage and Wagon stock and with the charge of running repairs in Sheds. (2) Commercial Department looking after rates, claims etc. (3) Mechanical Department looking after the Workshops, Electrical equipment etc. The re-organisation of the Mysore Railways on these lines was suggested by Mr. Dovewilson so far back as 1921 when he was asked to review the working of the Railway Depart - ment. His report is well worth a perusal.

When the Bangalore-Harihar line is taken over, the Divisional system will have to come into force to be in line with the bigger administrations in India and also on account of the dense nature of traffic on Bangalore-Hari- har line as a part of the through line to Poona. This system of management is, I believe, in vogue now in res- pect of Bangalore-Harihar line and so it will be as advan- tage to bring it into force gradually so that our local officers may get accustomed to the Divisional arrangement. As already stated there is not much of a change to be - effected except that the two major Departments, Traffic and Loco are divided into three distinct units, Transporta -tion, Mechanical and Commercial Departments.

The advantages of these changes may be briefly - summerised as follows:-

(1) The Junior Officers now serving in the Depart -ment can be easily fitted into definite charges with - independent responsibility and thus get them trained to take charge of more responsible duties later on, when Bangalore-Harihar line is taken over.

(2) It will facilitate the training of officers i a system which will have to be introduced eventually whe Bangalore-Harihar line is taken over as the existing de- partmental system is defective as there is no proper co- ordination between the Traffic and Loco in the economical movement of traffic and working.

Having briefly stated about the Divisional system and

before

before I say anything about the details of fitting up the system to our administration it is desireable to consider about the Chief appointment in the Railways i.e. Agent, on whose capacity, knowledge and experience whatever - system be introduced depends on proper working. In him also depends the training of our local officers to fit themselves for higher posts. He should be a man with wide and varied experience of Railway working and he should be a man with liberal ideas of giving all his young and - junior officers full responsibilities, and at the same - time to keep not only a careful watch over their administrative capacities but also guide and put them in the correct way. He should also be a technical officer as technical knowledge is necessary to control expenditure in the two spending Departments, Engineering and Loco and he should see that the money required for the up keep of road and stock is provided in the interest of the valuable property of the State and also the money so spent has been judiciously spent and the several additions, improve -ments and alterations are done on correct lines.

In view of what has been been said it appears advisable to get a Royal Engineer or a Retired Chief - Engineer Officer of the Government of India of the type of Mr. Bell or Mr. Dovewilson for the post of the Agent, at least for some time to come, till our local officers are found capable to take the post. With such an - officer and the introduction of the Divisional system of organisation there will be no necessity of either Chief Engineer as he will be a Chief Engineer himself or a - Traffic Manager as this Department and Loco can be divide into distinct three units, Transportation, Mechanical and Commercial to be managed by our local men with large independent powers and coming up to the Agent for large - questions of policy etc. As stated further the Agent and Chief Engineer may have an Engineering Deputy or

Superintendent

Superintendent Way and Works, to help him in the inspection of Engineering works in progress both in Open Line and Construction and at the same time get from him the requisite training to take up independently the position of Chief Engineer when Bangalore-Harihar Railway is taken over.

As regards the probable constitution of the Railway Department in the future when Bangalore-Harihar line is resumed for working, I am sorry I have had no sufficient time to go into the question carefully. I can do so at leisure and submit a further note to Government if they so desire me to do so. I may however state that I am of opinion that the number of officers in the Department at present will be inadequate for our requirements when we take over Bangalore-Harihar line and so it is advisible to recruit sufficient number of officers some time before in advance so that they may be trained for the posts. For example I may mention that we will require to train two Assistant Engineers for the posts of Bridge and Signal Engineers and we will want an Electrical Engineer for the Loco Department. As stated already the subject requires careful consideration and time is needed to study and formulate proposals.

(Mechanical?

Electrical Telegraph Engr?

There is an important point that I should like to mention here is that, it is very necessary for all Junior Officers of all the Departments, Engineering, Loco and Traffic should be sent out to the Staff College at Dehra-Dun and other Railways for three to Six months in rotation as the general out look of things and practice in other Railways and exchange of ideas with other Railway Officers will be of great value to them in the efficient working of their Departments.

ENGINEERING

My appointment as Engineer-in-chief was purely personal due

due to the promotion of Mr. Khan to the Agency. If the future Agent is to be an Engineer Officer, there will be no needed for a separate officer in charge of the - Engineering Department until the lines worked by the - company are resumed by the State.

There will be as now three divisions, one Executive Engineer for Construction and two Executive Engineers for Open Lines. We have no special staff of Engineers fully qualified to look after bridges and signalling arrangements. These are special branches of Railway Working for which at least two Assistant Engineers should be got specially trained before at least the Bangalore-Harihar line is resumed by the State.

In case the appointment of Agent and Chief Engineer be combined, the Agency will require a technical assistant who should be of the status a Deputy or Superintendent Way and Works receiving training under the new Engineering Agent to take charge of the Engineering Department when occasion arises.

There are two officers to be thought of for this post Messrs. R.N.Mirza and Y.K.Ramachandra Rau. Mr. Y.K.Rama chandra Rau was brought here by Mr. Dovewilson from Iron Works in the year 1927 in preference to Mr. Mirza who was already in the Department to act for me when I went on leave and to be trained for eventually taking the post of Engineer-in-chief and he has so acted for me on two - occasions since. He was mostly engaged as Construction Engineer and was drafted to Open Lines for training from July 1929. He has not yet had enough experience to be independently entrusted with the maintenance of permanent way for fast moving trains. He has no experience of renewal and re-railing permanent way, strengthening of - bridges and substitution of new heavier girders under traffic conditions, interlocking and signalling of modern lines and also remodelling of important stations like

Mysore all of which works have to be undertaken in the near future. Under proper guidence and training of an experienced officer I have every hopes he will turn out to be an efficient officer in course of time. He holds the lien still in the Public Works Department and he must be taken over permanently if he should remain on Railways in charge of the Engineering Department.

With Mr. Y.K.Ramachandra Rau as Superintendent, Way and Works or Deputy in the Agency Mr. Mirza will have no suitable place in the Engineering Department unless he is content to work as Executive Engineer in charge of one of the Districts under Mr. Y.K.Ramachandra Rau. Mr. Mirza is a senior officer and it is not fair to keep him on as Executive Engineer. As there is no other suitable - appointment for him under an Engineer Agent, I think he could very well be posted as Chief Store Keeper. He will then be a Head of Department and will not therefore suffer in prestage. An officer of his status will be required when we take over Bangalore-Harihar line.

As regards two Assistant Engineers to be trained as " Bridge " and " Signalling and Interlocking " Engineers I should suggest Messrs. A.Viswanath and D.V.Narasimharao being sent for training. In their places Assistant - Engineers will have to be newly recruited or some officers taken over permanently from the Public Works Department.

LOCO DEPARTMENT

Mr. Aers' period of appointment on Mysore Railways expires on about the 10th February 1931.

Mr. Venkatesh, the senior Assistant in the Loco Department is to be deputed for training in England for a period of two years eventually to succeed Mr. Aers to the post of the Loco Superintendent.

He is expected to leave India about August 1930 and his training will last till October 1932, allowing a

month

month on each side for journey, preparations etc.

Either Mr. Aers' services have to be extended until then or another temporary appointment will have to be made, if Mr. Aers would like to leave India early.

The Department is very big one and for the control of the Drivers and Staff in that Department really a capital man with considerable tact and force of character will be needed to manage the Department though on the mechanical side by itself would depend on the theoratical and practical knowledge of the officer in charge. The management of the shop labour is no easy task too and it is hoped that Mr. Venkatesh will develop these necessary qualifications during the period of training abroad.

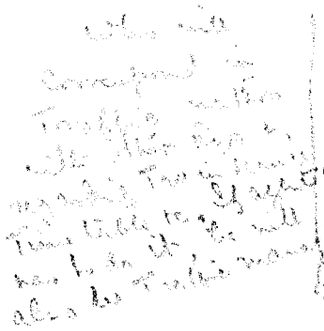
Knowing his capacities and attainments as I do now, it appears to be best to split the Departments into two parts, Mechanical and Operation and make the latter a portion of the Transportation Department to be managed by the Traffic Officers.

TRAFFIC DEPARTMENT

The Traffic Department is at present in charge of Mr. Khan as Traffic Manager in addition to his other duties as Agent and Secretary to Government. On his reversion, the officers left in the Department will be three in number, Messrs S.K.Rajagopala Iyer, K.Gundappa and H.Rangachar, the three District Traffic Superintendents now in service. They are of the same service and the question of seniority among them has not, I think, yet been decided. Mr. S.K.Rajagopala Iyer has acted for Mr. Khan on two or three occasions but I think this was due to the fact of his working in the office as Assistant Traffic Manager. It is difficult to decide their seniority at present when they have not been tried in any definite independent responsible charge wherein they had to exercise power and descretion. Having this difficulty

of

of choosing a proper person in sole charge of the Traffic Department, as Traffic Manager among the three officers and also in view of the fact that the Traffic Department is a huge Department unlike the Engineering and it is too big a charge for the Agent to devote personal attention in addition to other duties as Agent and Secretary, it would be advisable to place two of these officers in - charge of the two Transportation Districts and appoint the third as Commercial Superintendent all three made directly responsible to the Agent. This will give the the necessary training and experience for one of them to rise to the status of a " Chief Transportation Superinten -dent " by the time the lines worked by the Company are taken over by the State.



As the Transportation Superintendent will have the running sheds in their charge, the Sub Assistant Loco Superintendents may be posted as Assistants to assist the Traffic Officers in charge of the Transportation Districts to look after the mechanical side of the work in the runn-ing sheds etc.

At important stations like Mysore, Shimoga, Bangalore city the new three Traffic Probationers soon after their return from training may be posted as Station Superinten-dents so that the matters relating to movement of stock and the Station management at these different centers may be intellegently dealt with to give assistance to the officers in charge of the Transportation Departments.

The Commercial Officer will deal with all claims, rates, canvasing of traffic and writing up traffic reports for new lines, and advising the administration in all such matters and of competition in traffic either from Bus traffic or from adjacent lines etc.

AUDIT DEPARTMENT

This is one Department for the Railway which is not under

under the control of the Railway Agent, the expenses for which he has to provide out of all proportion to the resources of the Railway. The high cost of audit has been adversly comented upon by Mr. Dovewilson and I know - Mr. Khan had also the occasion to say so. In connection with this Department Mr. Dovewilson noticed as under so far back as 1921 and since then the cost of audit must have gone up still further.

> " It seems to me that the State is paying too high a premimum for the assurance afforded against mistakes and irregularities. The Audit Office is on scale suitable for a Railway system three or four times larger than the existing Mysore Railways and its cost is a heavy drain on earnings

His opinion was " that it is not only the business of the Auditor to find fault and make belated objections which is the easiest thing to do, and make a lot of paper work. An Auditor has a lot of disagreeable work to do and has to be able to do it without unnecessarily rubbing people the wrong way. It wants a lot of tact and patience and intimate knowledge of Railways Working."

To remedy these defects each of the Divisional - Superintendents in British India were provided with - Account Assistants who were in charge of the Divisional Accounts under the Chief Auditor. On the same anology at the suggestion of Mr. Dovewilson, an Account Assistant was appointed in the Agency. He has proved a valuable adjunct to the administration during the period of seven years he has remained in that post.

Since then the Audit and Accounts organisation have undergone considerable reform, after the issue of - Dickson's report and separation of Accounts and Audit has been introduced on all State Railways in British India. This question is now under the examination by Government and it is a very necessary reform to be effected in the - interest of the Railway and its economical working. It should be decided upon as early as possible.

I know Mr. Dovewilson was for introducing this

reform

reform in Mysore and make the present Account Assistant in Agency (by the value of experience and training he has under him and Mr. Khan during the long period of 7 years) the Chief Auditor or the Chief Account Officer of the - Railway. So my considerate opinion is to separate the Audit from Accounts as early as possible and appoint a permanent officer of the administration to be in charge of the Accounts of the whole Railway both in the Central as well as Departmental Offices. In my opinion Mr.Ranganatham will do well for the post. If necessary he may be given some training in the State Railways and as to the general out look into things, in the new Staff College established at Dehra Dun, as hasbeen suggested for all other officers in the Department.

S T O R E S

There is a proposal to appoint an Engineering Assistant to the Chief Store Keeper which is a good idea. He should be given a proper training and Mr. Mirza as Head of the Department no other training of officers is needed for the present.

=====O=====

In conclusion my several recommendations will be briefly as under:-

(1) On the retirement of Mr. Khan opportunity may be availed of to appoint a retired Engineering Agent.

(2) With a view to give adequate training to the local officers and organise the Department on the lines, it ought to be after the Bangalore -Harihar line is taken over the Traffic and Loco Departments to be split up into three units (1) Transportation (2) Commercial and (3) Mechanical and have no separate Department for Engineering and Traffic as now.

(3) To separate Accounts from Audit as early as possible.

(4) To give sufficient training to all junior - officers in the Railway Staff College now established at Dehra Dun.

(5) To train 2 Assistant Engineers specially for

bridge

Bridge work and Signalling and Interlocking and also to train an Officer to look after Electric lighting and telegraphs.

(6) To adopt the measures of re-organisation - suggested when suitable occasions arise if the proposals meet with the approval of Government.

=====O=====

Railway Secretariat. | File No. of 192

Confidential.

Sup V

Serial No.

Mr.Dove Wilson's note dated 28th Feburary 1921 regarding the re-organization of the Railway Department is submitted herewith for information.

I might add here, that the note dated 21st April 1930 was submitted by Mr.Srinivasa Iyengar and he says, he has not kept a copy.

note was called for from the Secy for Rly Mr Sri was acting at the time

Mr.Srinivasa Iyengar was not in order in sending the note direct to Government without my knowledge as I had taken over charge of the Department on 17th April 1930 and I have told him so.

The future re-organization of the Department will depend as to how Messrs. Y. K. Ramachandra Rao and Mirza who are two senior officers in the Engineering Department and Mr.Venkatesh shape in the course of next few years.

Mr.Ramachandra Rao will have a chance of officiating as Engineer-in-Chief when Mr.Srinivasa Iyengar retires in October next, while Mr.Mir. who is the senior most Engineering Officer after Mr.Srinivasa Iyengar is getting experience in -- administrative work as Personal Assistant to the Agent and Secretary for Railways and Mr.Venkatesh will shortly be sent to Europe for two years -- foreign training and I hope he will take full advantage of the opportunities now offered to him,

NOTE—Contn. Sheet.

WD 365—GPB—3,000—7-9-28.

Serial No.

as the Head of the Loco Department besides having high technical knowledge of his work has also to deal with large body of men.

Railways cannot keep themselves aloof now and their Administrative Officers have to come into constant touch with each other and as the Bangalore Harihar section is to be resumed in 1937 or earlier, the State would require for some years an Officer, when I am gone, who could negotiate terms with the Madras & Southern Mahratta Railway Co., with -- advantage to the State or even to run the Railway as after present Senior Heads of Departments retire the rest of the officers would be Juniors requiring guidance for several years to come.

I shall submit proposals for the future re-organization of the Department by middle of next year.

Secretary for Railways,
Government of Mysore.
12th May 1930.

Third Member).

Papers linked hereto

CHIEF SECRETARY,
14 MAY 1930

WD 365—GPB—3,000—7-9-28

General and Revenue Secretariat | File No. | of 192

Serial No.

11422/26/5

Resub:-

(41) Mr Deane Wilson's note, is in the enclosed file below

Hon'ble Members

new 19/5

(42) I should like to discuss this with the Revenue & the Chief Secy on the grounds if Mr Khan's attitude between Banyan that day

by 26/5/20

(43) Please send any letter to Mr Khan. My secret file may be returned to him together with Mr U.S. Deputy's note

new 26/5

WD 01684—GPB—30,000—20-4-29

Serial No.

Reg S

(44) The term of Mr. A.A. Khan, Agent Traffic Manager and Secretary for Okp expires by end of April 1932 and the Govt. of India have stated that they cannot permit the further retention of the officer in Mysore unless as a permanent officer.

(45) The question of the arrangements to be made to meet the situation was raised in the file and some notes furnished by Mr. K Srinivasa Iyengar (who was Offg as Agent) and Mr. A.A. Khan, are found in the linked file. The question was also discussed by the Member with the Agent in June 1930 (the papers had been resubmitted to the Member with reference to those discussions. I have recently returned).

Reg R.
Reg T.

(46) Instructions are solicited about the further action to be taken in the matter.

16/9/31

16 SEP 1931

WD 02553—50,000—GPB—8-7 30

Office of the Dewan of Mysore,

NOTE.

Dated.....21st September.....*1931*.

DEWAN'S OFFICE 21 SEP. 1931 M209

(47) Please let me see the file relating to the borrowing of the services of Khan Bahadur A. A. Khan. What I require in particular is the collection, if any, in which the question of his further retention is considered.

21.9.31

DEWAN'S OFFICE 22 SEP. 1931 2063.

Chief Secretary with compliments.

22/9/31.

(48) Re Sabs

1/10/31

(49) Seen - Chief

23/9/31

23/9/31

(50) Submitted for favour of further instructions about the action, if any, to be taken re: arrangements after April 1932

28/9/31

(51) No further action is necessary at present

(52) Put up 1.1.32

General and Revenue Secretariat | File No. | of 193

Serial No.

Letr d. 4.12.31 from Mr. A.A. Khan re his further continuance in service.

(52) Re: Extension of Mr A.A. Khan's Services

(53) Draft to Residency put up as directed.

(54) Approved by Dewan (GR 17/12/31)

(55) Subs to Members of Council

new 17/12/31

(56) Mule 17/12/3

(57) ku 18.12.31

(58) Issue the letter to Mr Khan and put up a D.S.N

new 19/12/31

To
Mr A.A. Khan Agent Heavy Motor Mtr. Rys
2708 Dy 21.12.31.

States that you propose to ask for an extension of his services for one year from 1-5-1932 and enquires whether he is agreeable to the proposal.

(59) Draft Submission ND2 is put up for appl

Dewan

new 23/12/31

(60) Jm 23-12-31

NOTE—Contn. Sheet

VD 02553—50,000—GPB—8-7-30

Submitted to His Highness.

The term of appointment of Khan Bahadur Mr. A.A. Khan as Agent and Secretary to Government, Mysore Railways, expires on 30th April 1932. It is difficult to make suitable arrangements for Mr. Khan's work from 1st May 1932, there being no local officer in our Railway Department who would be able to fill his place without acquiring more experience. It will, therefore, be convenient if he is retained for a further period of one year.

The Government of India while conveying sanction to the retention of the officer's services by the Mysore Government on the last occasion intimated to us that before the expiry of the term Mr. Khan should decide whether he would return to the service of the Government of India or apply for permanent transfer to the Mysore Service.

In view of the recent retrenchments in the Railway Department of the Government of India, it is expected that they will not raise any difficulty to permit a further extension of the loan of Mr. Khan's services. It is accordingly proposed, with the concurrence of the Members of Council, to request the Government of India to sanction the further retention of the officer's services for one year from 1st May 1932. The proposal may be graciously approved.

Office Note

Mirza M. Ismail

Bangalore,
24th December 1931.

DEWAN.

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Further extension of the services of Khan Bahadur Mr. A.A. Khan for one year from 1st May 1932.

162

Order.

~~KRW~~

30/12/31

C. Secy

MJ

31-12-31

31/12/31

Further extension of the Services of Khan Bahadur Mr. A.A. Khan for one year from 18th May 1932

(*)

31. All urgent or confidential files returned with His Highness' orders may in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary for circulation to the Members.

34. In all other cases, the files will first be circulated to the members of Council at Headquarters and then sent to the Secretariat concerned for the issue of orders.

Circulated to Members of Council for perusal of His Highness' orders before/after* issue of orders. (*Vide* Rules 31, 33 and 34 of the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.)

Chief Secretary to Government.

Through the Secretary to Government,

.....Department.

FIRST MEMBER OF COUNCIL.

SECOND MEMBER OF COUNCIL. 4/6/32

~~THIRD MEMBER OF COUNCIL.~~

5337/4/1

NOTE.—Contn. sheet.

CB
WW 5/6/32

Secretariat | File No. | of 193

Serial No.

From
Mr A. A. Khan Agent Mysore Railways
D.O. letter No 73 Dt 22. 12. 31.

States that he is agreeable to accept an extension of Service by one year on the existing terms.

To
The Secretary to the Hon'ble the Resident
Pol. No 720 /C.B. 40-29 Dt 4. 1. 32.

Requests that the sanction of Govt. of India for the retention of the services of Mr Khan for a further ~~[illegible]~~ period of 1 year from 1-5-32, may be obtained.

Yes

NOTE—Contn. Sheet.

WD 70—GBPM—60,000—13-8-31

General and Revenue Secretariat

File No. of 193 .

Serial No.

From

The Secretary to the Hon'ble the Resident

No C/9860/863-1926 dt 12.2.32.

States that the Govt of India have accorded Sanction to the Retention of the Services of Mr Khan Bahadur A.A. Khan by the Mysore State for a further period of one year from 1-5-1932 on the present terms subject to certain conditions.

(5) The Residency have stated that the Govt of India have sanctioned the retention of the services of Khan Bahadur Mr A.A. Khan by the Mysore State, for one year from 1-5-32, "subject to the proviso that his pay in foreign service will be reduced by ten per cent during the currency of the "cut" if the cut is applied to Officers whose term of foreign service is extended on or after 1-12-31"

(6) Mr Khan as Agent, Traffic Manager & Secy to Govt, Mys. is in receipt of a consolidated salary of Rs 1900/- p.m. According to the Residency letter, he will have to forego Rs 190/- p.m out of his pay. Kind reference is invited to his letter No 71 dt 4-12-31 (a copy is placed in the file & the original letter has been sent to Financial Secty) stating that he is agreeable to a voluntary cut of Rs 150/- p.m. in the new contract.

(7) A draft of a G.O. sanctioning the extension of services of Mr Khan for 1 year from 1-5-32 on the "existing terms is put up for approval or other orders.

(8) The question of "Salary cut" may perhaps be referred to Financial Secty.

~~A copy of the Residency letter may perhaps be sent to the Comptr and Mr A.A. Khan~~

(9) It is not clear from the Residency letter ~~whether the~~ when the cut referred

Guild Copy 19/V

Map M

"P"

NOTE—Contn. Sheet.

referred to is likely to come into effect. Anyway it does not appear to benefit the Govt of India but would benefit the Mysore Govt.

10) Perhaps a draft G.O. merely extending Mr Khan's services by one year on present terms may issue for the present, and a copy of the Resy letter sent to Mr. Khan & Comptr. for inform. The Fin Secy also may peruse the papers

SECRETARIAT
19 FEB. 1932

GS 19/2/32) 11) Please see— [illegible]

RG

12) I am afraid I have not been able to trace out the G.O. of 93 letter, may be called for for perusal of remarks

RG
26/2/32

Submd. to Fin Secy

GS 26/2/32) 13) Apparently the question whether the 'cut' in salary shd or shd not apply to G.I. officers in Foreign Service has not been finally decided and the matter is still under the consideration of the G.I. Hence the propriety in deferring the terms of endorsement of Mr. A.A. Khan in Mysore.

(I may add that in respect of the applicatn

Serial No.

The salary entd to Mly non officials hers to local & other bodies, on Compte solicitations of pvte and ~~Govt~~ Govt & they have been issued.)

(5) Pending fin the orders of the G. I, ~~the case was decided by correspondence~~ Mr A.A. Khan may continue to draw Rs 1900, the sanctioned salary, and it is open to him to make a voluntary ~~cut~~ reduction in his pay.

(6) If the G. I shd decide that the 'c.' applies to local officials, then there is no question of action, at all. The 'cut' as the S.V only was then the expnd & the net amount, paid as salary. 27.2.32

CHIEF SECRETARY. 27 FEB. 1932

RG 27/2/32

(7) The draft G.O. ~~may~~ put up may perhaps issue, and a copy of the Resy. letter may be sent to Mr A.H. Khan & the Comptr.

(8) For perusal before issue

29/2/32

RG 1/3/32

Dewan.

(9) 2/3/32

(10) RG 2/3/32

(11) Issued ~~1/3/32~~ Draft-Gazetted.

For perusal before issue

1/3

Secy)

4/3

NOTE—Contn. Sheet.

WD 70—GBPM—60,000—13-8-31.

6663

(12) Communicated. Issue 2/3

DEWAN'S OFFICE 5030 1 MAR. 1932

Extension of the term of Employment
of Mr A. A. Khan

C/3 File No. 113 of 1931 | General and Revenue Secretariat

To The Agent, Mysore Railways 3
Secretary to Govt. for Railways
Comptroller, Mysore Govt., thro' Financial Sec
G.O. No. 3393-5/C.B. Dy 4/3/32

Directs that the term of employment of Khan Bahadur Mr. A.A. Khan in the State be extended for a further period of one year from 1st May 1932 on the existing terms.

(S3) Re-submitted after issue, with two drafts with reference to para 77, for approval if deemed necessary

CBR 9/3.

CBR 9/3/32)

R.R 9/7/32

To 4
The Comptroller to Govt—
3696 Dy 10.3.32
Forwards a copy of the Residency letter
Dy 12.2.32

To
Mr A.A. Khan 5
3697 Dy 10.3.32
Forwards a copy of the Residency letter
Dy 12.2.32

Serial No.

4

From
The Comptroller to Govt
4 60 / G A D Dt 7-4-32

States that the Residency letter Dt 12.2.32 indicating the terms on which the present Extension of Service of Khan Bahadur Mr A.A. Khan Agent Mysore Rys has been sanctioned by the Govt of India, is not clear and requests orders of Govt as to whether the Salary of the Officer should be subject to Cut and if so, the date from which the Cut should be applied.

The Residency letter Dt 12.2.32 indicating the terms on which the present Extension of Service of Mr Khan by one year from 1-5-32 has been sanctioned by Govt of India is flagged "Z".

2) As to the significance of the terms employed in the Residency letter, Kind reference is invited to the Min of the Financial Secretary Dt 27-2-32 in paras 74-76 of the C.B. Collection placed below.

Flag "V"

3) Mr Khan in his letter Dt 4-12-31 to the Offg Dewan stated that he was agreeable to a "Cut" of Rs 150/- p.m in his Salary, in the new Contract (a copy of the letter is placed in the file). The original letter was sent to the Financial Secty and it was ordered that the letter might be filed until called for.

Flag "R"

4) If approved, a reply may be sent to the Comptroller on the lines of the Minute of the Financial Secy Dt 27.2.32. A draft is put up for Kind approval or other orders *if any* Financial Secy may be consulted

NOTE—Contn. Sheet.

Govt.
Dt 13/4
RO 14

Cut in the Salary of Khan Bahadur Mr A. A. Khan

File No. 2550 of 193 | General and Revenue Secretariat

(5) The draft reply may be approved

Dewan ✓ 14/4/32

Through Fin Secy 14/4/32

DEWAN'S OFFICE 14 APR. 1932 6885

F 4322/14-4-32

14-4-32

Issue 16/4/32

R. cent. 2090

Draft Handover.

Issue from CS[illegible]

~~Compiled~~ Communicated BRS 17/4

To

The Comptroller through F.D.

3776 Dy 16.4.32

States that pending further orders of Govt of India, Mr Khan's Salary will not be subject to the Compulsory Cut

B with paper

Copy to Mr A A Khan

3777 Dy 16.4.32

NO. 71.

Mysore,

Confidential.

4th December 1931.

Dear Sir,

With reference to the general cut recently ordered, I beg to inform you, that I shall be glad to contribute my humble quota during the national emergency and as long as it lasts.

I have only 3 - 4 months left now and I am agreeable to a voluntary cut of Rs.150/- per mensem in the new contract which I understood is under consideration of Government, provided it will not effect Provident Fund, Bonus or any other condition of the present contract. I should have offered more but as you are aware, I have also to incur considerable expense towards showing hospitality to M.S.M. and other Railway guests who frequently visit Mysore.

It will not also be out of place to mention here, that with a view to retrenchment, I have abolished the post of Personal Assistant to the Agent and Secretary for Railways (Rs.900/- per mensem) and this will naturally throw more work on me, and specially the coming negotiations and working out of details in regard to the resumption of Bangalore-Harihar Section.

Yours sincerely,

Sd/-A. A. Khan.

Rajakaryaprasakta Diwan Bahadur
M.N. Krishna Rao, Esq.,B.A.,
Offg. Dewan of Mysore,
Bangalore.

Dear Mr. Khan,

~~With reference to your letter~~ I am desired to ~~xxxxx~~ inform you that Government propose to ask for an extension of your services for one year from 1st May 1932 on the existing terms. Kindly let me know if you are agreeable to the proposal.

Government note that you are agreeable to a voluntary cut of Rs.150/- per mensem in your salary under the new contract.

Yours sincerely,

Chief Secy.

Khan Bahadur Abdul Aziz Khan, Esqr.,
Agent & Secretary to Govt. for Railways.

Confidential

21st December

2708/CA 40-9—

Dear Mr. Khan,

I am desired to inform you that Government propose to ask for an extension of your services for one year from 1st May 1932 on the existing terms. Kindly let me know if you are agreeable to the proposal.

Yours sincerely,

Khan Bahadur
A. A. Khan, Esq.,
Agent & Secretary to Government,
Mysore Railways, Mysore.

Fair draft

F. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D. O. No. 73.

C.B-1601

AGENT'S OFFICE,
MYSORE.

22nd December 1931.

Confidential.

Dear Mr. Madhava Rao,

Thanks for your Confidential D.O. letter No.2078/C.B. of 21st instant.

I am agreeable to accept an extension of service on existing terms as so kindly proposed by Government.

Yours sincerely,

N. Madhava Rao, Esq., B.A., B.L.,
Chief Secretary to Government,
Bangalore.

To

The Secretary to the Hon'ble
the Resident in Mysore.

Sir,

I am directed to invite reference to the correspondence ending with your letter No. C.7240/863 of 1926 dated 17th December 1929 communicating the sanction of the Govt. of India to the retention of the services of Khan Bahadur Abdul Aziz Khan by the Mysore State, as Agent, Secretary and Traffic Manager, Mysore Railways, for a period of two years from 1st May 1930. The Mysore Government find it difficult to relieve Mr. Abdul Aziz Khan and allow him to revert to the British India Service immediately on the expiry of the present term. I am therefore to request that the Durbar may be allowed to retain his services for a further period of one year from 1st May 1932 on the existing terms. Mr. Khan is agreeable to this proposal.

The extension asked for being comparatively a short period, the Durbar trust that the Govt. of India will be able to meet their wishes in the matter.

I have, etc.,

Chief Secretary.

No. PoC 720

CS 40-R.

CS 113-13-1

2nd January 1932.

Captain G. Kirkbride,
Secretary to the Hon'ble the Resident in Mysore.

I am directed to invite reference to the correspondence ending with your letter No. C. 7240/863 of 1926 dated 17th December 1929 communicating the sanction of the Government of India to the retention of the services of Khan Bahadur Abdul Aziz Khan by the Mysore State, as Agent, Secretary and Traffic Manager, Mysore Railways, for a period of two years from 1st May 1930. The Mysore Government find it difficult to relieve Mr.Abdul Aziz Khan and allow him to revert to the British Indian Service immediately on the expiry of the present term. I am therefore to request that the Durbar may be allowed to retain his services for a further period of one year from 1st May 1932 on the existing terms. Mr. Khan is agreeable to this proposal.

The extension asked for being for a comparatively short period, the Durbar trust that the Government of India will be able to meet their wishes in the matter.

I have the honour to be,

Sir,

Your most obedient servant,

Chief Secretary to Government.

All communications should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No. C/9860/863-1926

CB. 2074

FROM

Captain G. Kirkbride, I.A.
SECRETARY TO THE HON'BLE THE RESIDENT ~~IN MYSORE~~.

CS 113-31-2

To

The Chief Secretary to the Government of Mysore,
Bangalore.

Dated Bangalore, 12th February 193 2.

Subject. Extension of the services of Khan Bahadur Abdul Aziz Khan as Agent, Secretary and Traffic Manager, Mysore Railways.

SIR,

"X" I am directed to refer to your letter No.Pol.720 dated the 4th January 1932, and to say that the Government of India have accorded their sanction to the retention of the services of Khan Bahadur Abdul Aziz Khan by Mysore State as Agent, Secretary and Traffic Manager, Mysore Railways, for a further period of one year with effect from the 1st May 1932 on the present terms, subject to the proviso that his pay in foreign service will be reduced by 10 per cent during the currency of the "cut" if the cut is applied to Officers whose term of foreign service is extended on or after 1st December 1931.

I have the honour to be,

Sir,

Your obedient servant,

DEWAN'S OFFICE 5536 15. FEB. 1932

SECRETARY TO THE RESIDENT IN MYSORE.

Submitted for perusal
new
13/2/32

Dewan)

16-2-32

new
16/2

Proceedings of the Govt of H.
H. the Maharaja of Mysore

Read

G.O. No 2726 / GB. 40-29-5
Dy 30.12.1929 extending the
term of employment of Khan
Bahadur Mr A.A. Khan as
Agent, Secretary & Traffic Manager
Mysore Rys upto the end of
April 1932 on certain terms.

3393-5 / GS 111-31-3
order Dy 4/3/32

The Govt of H.H. the Maharaja
of Mysore are pleased to direct
that the term of employment
of Khan Bahadur Mr A.A.
Khan in the State be extended
by a further period of one
year from 1-5-1932 on the
existing conditions.

RG
4/3/32

Chief Secy to Govt

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read

Government Order No. 2726/C.B.40-29-5 dated 30th December 1929 extending the term of employment of Khan Bahadur Mr. A. A. Khan as Agent, Secretary and Traffic Manager, Mysore Railways up to the end of April 1932 on certain terms.

ORDER NO. 3393-97/C.B.113-31-3

DATED, BANGALORE THE 4th MARCH 1932.

The Government of His Highness the Maharaja of Mysore are pleased to direct that the term of employment of Khan Bahadur Mr. A.A. Khan in the State be extended by a further period of one year from 1st May 1932 on the existing conditions.

RB 2/3/32

Chief Secretary to Government.

To

The Agent, Mysore Railways.
" Secretary for Railways in Mysore.
" Comptroller to Government through Financial Secretariat.

Fair draft

3436
CB 113-31-4/Emi

10 ~~9th~~ March 1932.

The Comptroller to the Government
of His Highness the Maharaja of Mysore.

In continuation of Government Order No. 3393-5/C.B.113-31-3 dated 4th March 1932 sanctioning the extension of the term of employment of Khan Bahadur Mr. A. A. Khan in the State Service for a further period of one year from 1st May 1932, I am directed to forward herewith for information a copy of letter No. C./9860/863-1926 dated 12th February 1932 from the Secretary to the Hon'ble the Resident in Mysore indicating the terms on which the present extensio has been sanctioned by the Government of India.

I have the honour to be,
Sir,
Your most obedient servant,

9/3/32

Chief Secretary to Government.

5937

CS 113-31-5/Emp.

4th March 1932.

Dear Mr. Khan,

In continuation of Government Order No.3393-5/C.B. 113-31-3 dated 4th March 1932, I am desired to forward herewith for your information, a copy of letter No.C/ 9860/863-1926 dated 12th February 1932 from the Secretary to the Hon'ble the Resident in Mysore indicating the terms on which the Government of India have sanctioned the extension of the term of your employment in Mysore.

Yours sincerely,

Khan Bahadur
A. A. Khan, Esq.,
Agent, Mysore Railways,
Mysore.

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT
OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

No. 400/G.A.D. Bangalore, dated 7th April 1932.

CA 2556

From

S. SHAMANNA, Esq., B.A.,
Comptroller to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

C.B. 113-31-6

To

C/O. CHIEF SECRETARY 8 APR. 1932

N. Madhava Rao, Esq., B.A., B.L.,
Chief Secretary to the Government
of Mysore, Bangalore.

Sir,

Reg "T" With reference to your letter No.3436/C.B.113-31-4 dated 10-3-1932, forwarding a copy of the communication received from the Secretary to the Hon'ble the Resident, indicating the terms on which the present extension of the services of Khan Bahadur A.A. Khan has been sanctioned by the Government of India, I have the honour to state that it is stated in this communication that this officer's pay in foreign service will be reduced by 10% during the currency of the Cut if the cut is applied to officers whose term of foreign service is extended on or after 1st December 1931". What this means is not quite clear. The salary of this officer is not at present being subjected to Cut in accordance with Para.10 of G.O. No.Fl.3081-140/G.F.90-31-1 dated 2-11-1931. Reg Q I request definite orders of Government as to what the intention of the Government of India is and whether the salary paid to him should be subject to cut and if so the date from which the Cut should be applied.

I have the honour to be,

Sir,

Your most obedient servant,

S. Shamanna

Comptroller.

S.S.

Muz. 6]

~~MUZRAI SECRETARIAT.~~

(Continuation sheet draft form.)

To

The Comptroller to Govt
through F.D.

Sir,

Correspondence ending with

With reference to your letter No 400/G.A.D Dt 7-4-32 in regard to the Cut in Salary of Khan Bahadur Mr A. A. Khan Agent & Secy to Govt for Railways, I am directed to state that the question of the cut in Salary of the Officers of Govt of India in Foreign Service is still under the Consideration of that Govt and that, pending further orders of the Govt of India on the subject, Mr Khan's ~~may be permitted to draw his present Salary, viz.~~ Rs 1900/- p.m. will not be subject to any compulsory cut

Enquiring what the intention of the Govt of India is

I have the

honour

Chief Secretary to Govt

WD 0,565—GPB—2000—28-7-22

16/4/32

3777/C.D. Dt 16/4/32 Copy to the Hon

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Dated, Bangalore, 16th April 1932

No. 3776/ CR.113-31-7

From

N. MADHAVA RAO, Esq., B. A., B. L.,
Chief Secretary to the Government of His Highness the Maharaja of Mysore.

To

S. Shamanna Esq., B.A.,
Comptroller to the Government of
His Highness the Maharaja of Mysore.
Through Financial Secretariat.

Sir,

With reference to correspondence ending with your letter No.400/GAD. dated 7th April 1932 enquiring what the intention of the Government of India is in regard to the cut in salary of Khan Bahadur Mr.A.A.Khan, Agent and Secretary to Government for Railways, I am directed to state that the question of the cut in salary of the officers of Government of India in Foreign Service is still under the consideration of that Government and that, pending further orders of the Government of India on the subject, Mr.Khan's salary will not be subject to a compulsory cut.

I have the honor to be,

Sir,

Your most obedient servant,

Sd. N. Madhava Rao.

Chief Secretary to Government.

Memo No. 3777/C.B. dt 16/4/32

Copy of the above is forwarded with compliments to Khan Bahadur A. A. Khan.

By order,

Chief Secretary to Government.

Fair draft

(Incidental Routine Correspondence)

23rd APRIL 1930.

4140/CD

Dear Mr. Khan,

I am desired to request you to kindly send the file containing Mr. C. Dove Wilson's note dated 28th February 1921 about the re-organization of the Railway Department referred to in your note dated 21st April 1930 for submission to the Third Member of Council.

This will be returned to you in due course.

Yours sincerely,

Khan Bahadur
A. A. Khan, Esq.,
Secretary to Government,
Railway Department, Mysore.

G.R.S. III—3]

Routine Notes.

[To be

D.O.No:2293

Mysore,
25th April 1930.

Dear Mr.Madhava Rao,

With reference to your D.O.No.4145/C.B. dated 23rd April 1930 I shall be obliged if you will kindly let me have my note dated 21st April 1930 for perusal in which Mr. C. Dove Wilson's note dated 28th February 1921 is stated to have been referred to regarding the re-organization of the Railway Department. The papers will be retransmitted with the required papers put up.

Yours sincerely,

N. Madhava Rao, Esq., B.A., B.L.,
Chief Secretary to Government,
Bangalore.

Submitted with the connected file for kind perusal and orders

Draft Submd.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Await the receipt of a copy of the note from Mr. Srinivasa Iyengar. I have personally requested him to send it

3858

App. F. III—2]

General and Revenue Secretariat | File No. of 192

Serial No.

V.O letter dated 2-5-31 from Mr K. Srinivasiengar Regrets the return of his note so that he may give a modified note to Mr Khan etc -

Draft as per orders sent

L
5/5

new
5/5

Thro Mowbray

(The original note & Mr Srs reply appd. ~~Rejected~~ remain here)

L
6(5) 3.

new
6/5

To
The Secretary Mysore Railway
4255/CS dt 7-5-31

States that the note re the reorganisation of the Railway dept was sent by Mr K Srinivasaiengar and that ~~it~~ a copy may be obtained from him.

Note—Contin. Sheet

8th May 1930 xxx

426/C.B

Dear Mr.Khan,

With reference to your D. O. letter No.2293 dated 26th April 1930, I am desired to state that the note re: the reorganisation of the Railway Department was sent by Mr. K. Sreenivasa Iyengar, from whom a copy of the note may kindly be obtained.

Yours sincerely,

Sd. N. MADHAVA RAO.

CHIEF SECRETARY TO GOVERNMENT.

To

Khan Bahadur

A. A. Khan Esq.,

Secretary to Government, Railway Department, Mysore.

Memo No. 426/C.B. 427/1930

Copy of the above is forwarded with compliments to Mr. K. Sreenivasa Iyengar with reference to his D. O. letter dated 2nd May 1930.

By order,

Chief Secretary to Government

Fair draft

4233/C.B. 27/5/30

To

Khan Bahadur A.A.Khan Esq.,
Secretary to Government,
Railway Department, Mysore.

Dear Mr.Khan,

With reference to your D.O.letter No.2293 dated 26-4-1930 I am desired to state that the note re: the reorganisation of the Railway Department was sent by Mr.K.Sreenivasa Iyengar, ~~and that~~ a copy ~~of the same~~ may be obtained ~~from him direct.~~

Yours sincerely,

Chief Secretary to Govt.

4233/C.B. 27/5/30

Copy of the above is forwarded with compliments to Mr.K.Sreenivasa Iyengar with reference to his D.O.letter dated 2nd May 1930.

By order,

Chief Secretary to Govt.

B.K.M.

Encl D.O. no: 4029
C/B: Encl: one file

26th May 1930.

Dear Mr. Khan,

In returning herewith your Secretariat confidential file regarding the future organization of the Railway Department, I am desired to inform you that the Third Member of Council wishes to discuss the matter with you on the 2nd June 1930.

Kindly let me know if you will be able to be in Bangalore that day, and if so by which train you will be coming.

Mr. Srinivasa Iyengar's confidential note is also kept in the file.

Yours sincerely,

W

Khan Bahadur A.A.Khan, Esq.,
Secretary to Govt. for Railways.

RAILWAY SECRETARIAT,

No. R. S. 467

Mysore, ...2nd....September.....1931.

30 C.B. 788

FROM

The Secretary to the Government of Mysore for Railways,
Mysore.

To

The Chief Secretary
to Government, Bangalore.

Mr.C. Dove Wilson 10 years' programme.

Sir,

I have the honour to request that you will be so good as to return the Railway file relating to the above given to you personally on 2ns June 1930 in connection with a note sent by the Acting Railway Secretary. (Mr.K.Srinivasa Iyengar).

I have the honour to be,
Sir,
Your most obedient servant,

For Secretary for Railways,
Government of Mysore.

SAR.

RR 4/9/31
a file given
to Mr. Gabriel. Now
Have we any
papers.
RR 7/9/31

12th Sep.

No 1068/CS.

Chief -----

The Secretary to Government for Railways,

Mysore.

As requested in your letter No. RS. 467 dated 3rd September 1931, I return herewith the Railway Secretariat File regarding Mr. Dove Wilson's ten years programme.

I have the honour to be,

Sir,

Your most obedient servant,

11/9/31

Chief Secretary to Government.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The Collection asked for by Mr A. A. Khan is P.P. This will if approved be returned to him, and the file resubmitted for orders ~~regarding~~ (Re: arrts from 1.5.32 etc.)

8/5/31

9/31

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.